

**REQUEST FOR QUALIFICATIONS
CITY OF WASHINGTON**

**ENGINEERING SERVICES FOR
WATER AND SEWER IMPROVEMENTS**

A. GENERAL

The City of Washington has need for the engineering services listed below. The listed projects are being funded in part with grant funding received from the Economic Development Administration. The City of Washington intends to select a qualified consultant to provide engineering design services, as well as bidding, construction contract administration and construction observation for the listed projects.

B. SCOPE OF SERVICES

1. Projects included are:
 - a. A new standby generator and automatic transfer switch at the existing Cherry Run Pump Station.
 - b. A new standby generator and automatic transfer switch at the existing wastewater treatment plant.
 - c. Replacement of the existing sewer lift station near the intersection of Water and Bonner Streets with a new flood-proofed sewer lift station capable of 300 GPM of flow.
 - d. Conversion of the existing gas chlorine feed system at the existing water treatment plant to liquid chlorine feed system, including a new building to house the chemical feed system.
2. Engineering Services include:
 - a. Perform required corridor and site surveys including topographic, boundary and utility coordination.
 - b. Prepare construction plans.
 - c. Prepare Technical Specifications and Contract Documents.
 - d. Arrange and coordinate soil borings.
 - e. Prepare and update cost opinion.
 - f. Prepare all required permitting applications to potentially include COE 404 Permit, 401 Certification, CAMA Permit, Wetlands Permits, Erosion Control Permits, DOT Encroachment Permits, DWQ Permits, Stormwater Permits, etc.
 - g. Arrange for environmental surveys and preparation of Environmental Assessment, if necessary.
 - h. Facilitate bidding of construction contract.
 - i. Provide assistance in making construction contract award.
 - j. Conduct preconstruction conference.
 - k. Provide routine construction contract administration.

- l. Perform monthly site visits to observe progress and quality of the work.
- m. Provide determinations of whether the work is in accordance with the contract documents, plans and specifications.
- n. Provide interpretation of the contract documents, plans and specifications.
- o. Conduct shop drawing review.
- p. Review and processing of construction contract change orders.
- q. Review and processing of contractor's application for payment.
- r. Conduct Final Inspections to insure compliance with the contract documents, plans and specifications.
- s. Provide written approval of final payments to contractors.
- t. Furnish reproducible record drawings and CAD Files in AutoCad format.
- u. Provide engineering supervision of Resident Project Representative.
- v. Provide part-time or full-time Resident Project Representative, as determined by the Owner.
- w. Assure that compliance with all requirements of the Davis-Bacon Act are being adhered to.

C. CONTENTS OF QUALIFICATIONS

1. Name of firm.
2. Location of offices.
3. Brief history of firm.
4. Firm employment profile.
5. General water and sewer engineering experience.
6. Recent project experience including wastewater pump stations, standby power generation and liquid chemical feed projects. List by individual project, and include types of engineering services performed, and the contact person. Indicate how the project was funded (grant, local, loan, etc.) and include the name of applicable funding agencies.
7. List of personnel to be involved in the project, as well as a brief description of their responsibilities. Include a brief resume for all key personnel, including EDA project experience.
8. Brief project approach, including the effects of the project on the existing City of Washington Water and Sewer System operations.
9. Hourly rate schedule, including travel, overhead and miscellaneous expenses. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to-Exceed price for services.

D. EVALUATION CRITERIA

1. Consultant selection shall be conducted in accordance with 15 CFR Part 24.36 (Competitive Proposals) and NCGS 143-64.31. Qualifications received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of service considered most advantageous to the City of Washington (OWNER). The OWNER will select the Consultant considered most

qualified to provide the desired level of service, with consideration for the long-term interest of the OWNER's efforts.

2. The OWNER will select the best qualified firm based on demonstrated competence and qualifications without regard to fee other than unit price information.
3. After selection of the best qualified firm to meet the OWNER's needs, the OWNER shall negotiate a fair and reasonable fee with the firm for the desired level of service.
4. Proposals will be reviewed and evaluated by the City of Washington staff familiar with the existing facilities, in accordance with the following criteria:
 - a. General Qualifications, Competence & Reputation of Firm (40 points)
 - Age, size, staff qualifications and stability of firm
 - Projects to illustrate competence in applicable municipal water and wastewater engineering
 - Understanding and execution of grant requirements
 - Availability of staff to handle the project
 - Reputation with previous clients
 - Ability of firm to utilize digital technology to access City of Washington and Beaufort County GIS files and to provide project drawings in AutoCad DWG or DGN format to OWNER.
 - b. Experience of Involved Staff (40 points)
 - Experience with similar type improvements
 - Key personnel – roles and experience
 - Subconsultants, if any
 - c. Ability to Address Local Needs (40 points)
 - Grasp of project requirements
 - Design approach/methodology
 - Familiarity with City of Washington's existing water and wastewater systems, other utilities, soil conditions, etc.
 - Completed similar projects in the local area
 - d. Availability (20 points)
 - Ability to provide access to qualified project team members on a continual basis
 - Ability to commit available resources (current workload) to the project
 - e. Hourly Rate Schedule (10 points)
 - Do not include a lump sum or not-to-exceed price
 - Rates indicative of experience and capabilities

E. SUBMISSION INFORMATION

1. Three (3) copies of the proposal must be received by November 1, 2013, at 2:00 P.M. in the City of Washington Public Works Office. Facsimile and electronic submissions are not acceptable.
2. Proposals need to be in sealed envelope marked "Statement of Qualifications for City of Washington Water and Sewer Improvements".

3. Proposals may be mailed or hand delivered to:
Allen Lewis, Director of Public Works
City of Washington
102 East Second Street
P. O. Box 1988
Washington, N.C. 27889
4. Questions should be addressed to:
Allen Lewis, Director of Public Works
City of Washington, N.C.
alewis@washingtonnc.gov
(252) 975-9302

- F. SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT QUALIFICATIONS.**
- G. ALL AWARDS PURSUANT TO THIS PROCUREMENT MAY BE CONTINGENT UPON RECEIPT AND APPROVAL OF GRANT OR LOAN AGREEMENT DOCUMENTS. NO FUNDS WILL BE OBLIGATED UNTIL APPROPRIATE DOCUMENTS ARE EXECUTED AND APPROPRIATE CONDITIONS ARE SATISFIED.**